



# Berkshire 600

Thank you for choosing a Berkshire 600 telephone. You have selected a carefully designed telephone that incorporates the very latest technology, offering a stylish instrument, and providing many years of excellent service.

This booklet will ensure you obtain the best use of your telephone.





# Preparing to use your Berkshire 600

## INITIAL CHECK

Our telephones are checked, tested and leave us in perfect condition. If yours is damaged, please return it to your supplier with proof of purchase, for a replacement.

## TELEPHONE NUMBER LABEL

The telephone incorporates a label underneath the handset for recording frequently used telephone numbers. To remove the plastic cover, operate the release clip with your thumb nail and hinge upward.

## CONNECTION

The Berkshire 600 telephone can be connected either to a Direct Exchange Line, or as an extension to a compatible company exchange (PABX).

## HANDSET CORD

This cord will require connection between the telephone and handset. Take any end of the handset cord, and locate the port marked 'HANDSET' on the left hand side of the Berkshire 600, and simply push to locate. Connect the other end to the base of the handset to complete.

## LINECORDS

The Berkshire 600 arrives with two line cords for customer selection. Select your required linecord (standard BS6312 BT-socket, or RJ45 socket for category 5 installations). The rear of the telephone has a port marked 'LINE', plug your selected linecord into this port first, and the other end to your telephone line termination point. An RJ11 line cord is available as an option, ask your supplier for details. For certain non UK customers, the RJ11 linecord may be included as standard.

## WALL AND DESK MOUNTING KITS

A wall mounting kit is available as an option, please contact your supplier for further information.

# Using your Berkshire 600 with the Handset

## RECEIVING CALLS

Incoming calls will be announced by the audible ringer and flashing LED. To answer the call, simply lift the handset. This will also activate the display, showing time, date, and call time. Refer to the LCD section of this guide for more detail on how to configure, including adjustment of the viewing angle.

## ADJUSTING YOUR RINGER-VOLUME

The ringer volume is controlled by a 3 position switch located at the rear of the telephone, and indicated by the word 'ringer'. Moving through the settings from left to right they are HIGH, MED and LOW.

## ADJUSTING YOUR RINGER PITCH

The ringer pitch control is also a 3 position switch located at the rear of the telephone, and indicated by the words 'RINGER PITCH'. Settings from left to right are HIGH, MED and LOW.

## MAKING A CALL VIA THE HANDSET

- Pick up the handset and listen for dial tone
- Dial the required telephone number

*(Note: making external calls from a company exchange (PABX) requires the number to be prefixed by an access digit, normally '9')*

## USING YOUR BERKSHIRE 600 WITH HEADSET

### CONNECTING THE HEADSET

To connect the headset, insert the plug on the headset cord into the socket marked HEADSET on the left hand side of the telephone.

NOTE: Headsets used with this telephone must comply with the standard EN6095

## RECEIVING CALLS

When your telephone rings, the default path for the call is to the handset. To receive it on the headset, press HEADSET button once and the call is switched to the headset. This action will be confirmed by LED indication within the headset button. At the end of the call, press the HEADSET button a second time to turn the headset off.

## MAKING CALLS

Press the HEADSET button to turn the headset on, and dial as normal. When you have finished the call, press HEADSET to turn the headset off. Without a headset connected, the telephone will revert to HANDSFREE mode, if the headset key is pressed.

## ADJUSTING THE VOLUME

You can adjust the volume to the headset, by pressing the (+) and (-) keys located on the front face of the Berkshire 600 and marked 'VOLUME'. The volume to the handset and handsfree speaker can also be adjusted in the same way.

There are 8 volume settings available, as indicated by the display. The selected setting will be retained for future calls for the headset and handsfree mode. However the handset volume will always default to level 4 after each call is terminated to prevent possible acoustic shock.

## TRANSFERRING CALLS

### • FROM HANDSET TO HANDSET

If you have taken a call on the handset and wish to transfer it to your headset, press HEADSET and replace the handset.

### • FROM HEADSET TO HANDSET

If you wish to transfer a call from your headset to the handset, simply pick up the handset. This action will switch off the headset.

# *Using your Berkshire 600 with Hands Free*

Whether it's having both hands available, or conference calling with colleagues, the speakerphone feature of the Berkshire 600 is seen by many as a valuable benefit. Operation is via the HEADSET key, (providing the handset is left in place, and no headset is connected). Speaker volume may be adjusted via the [+] and [-] keys.

# Additional Berkshire 600 Features

## TRANSFER KEY (RECALL)

Berkshire 600 telephones are provided with a TRANSFER key, required by modern public and private exchanges, in order to gain access to various features such as 'transferring a call'. For this, the 2 position selector switch at the rear of the telephone, must be set to the 'T' (Time Break Recall) or 'E' (Earth Leg Recall) position, to suit your system requirements.

## REDIAL KEY

If you wish to redial the last number you dialled, you can do so by lifting the handset, and pressing the REDIAL button.

## MUTE KEY

The microphone in the handset / headset can be turned off (mute) in order for you to refer to a colleague without your caller hearing you.

- Pressing the MUTE button turns off the microphone and gives visual LED indication within the MUTE button.
- Pressing the MUTE button again turns the microphone back on and the LED is turned off.

## MEMORY LOCK

Some features that follow will require changing information within the telephones internal memory. If when pressing the SET key, the display indicates MEMORY LOCK ON, press both navigation keys directly below the display simultaneously. This will turn the memory lock off, and allow information to be saved. Pressing the same two keys again will set the lock back on if desired.

## MEMORY KEYS

The Berkshire 600 comes with 24 non volatile (no batteries required) memories, for efficient speed dialling of commonly used numbers. Making a call via the first 12 (upper) memory locations will require lifting the handset (or initiate headset), and pressing the desired memory key. The remaining 12 (lower) memories are initiated by pressing the 'SHIFT' key prior to the desired memory key. To identify these keys it will first be necessary to write the names of the company or individuals the keys will represent, on to the label provided. This label is held in place by a clear plastic cover, which can be removed by simply depressing the retaining clips in the lower corners, and lifting clear.

With the cover replaced, and memory keys identified, you are now ready to program them. First check that the memory lock is set to 'off' - refer to previous chapter.

- Lift the handset and press the SET key.
- Press the memory key to be programmed.
- Enter the telephone number to be dialled followed by the SET key. If your telephone is on a PABX extension, it will be necessary to enter the access digit (9) before the number to be entered. The PAUSE key is also available to enter a timed space between the 9 and number, as required on some PABX systems.
- The above instructions have allowed you program the first 12 direct (upper) memories available. The remaining 12 indirect (lower) memories are programmed the same way, but require the 'Shift' key to be pressed after the SET key.  
ie. SET, SHIFT, MEM KEY, number, SET.

## LIQUID CRYSTAL DISPLAY - LCD

When the handset is raised from the Berkshire 600, the display will become active with the time and date presented. Apart from displaying telephone numbers, a 'call timer' will show the length of each call automatically from the moment the handset is picked up.

## LCD CONTRAST

Whether mounting the Berkshire 600 on a wall or simply sitting on a desk, it may be necessary to adjust the display viewing angle. One of 4 selections can be programmed;

- Lift handset and press the SET key.
- Press one of the 2 navigation keys directly below the display.
- Press the desired numeric key (1~4).

Typically viewing angles 1-3 are selected for desktop use, and 4 for wall mount applications.

- Press SET to save the selection.

## LCD TIME + DATE ADJUSTMENT

- Lift handset and press the SET key.
- Press the CLOCK key and observe the flashing 24 hour numbers in the top left position of the display. Changing this number is done by direct numeric key entry. Upon entry of the second character, the cursor will automatically move to the next data entry location.
- Upon completion of time, date and year information, press SET to save changes in memory.

## **SWITCHABLE MESSAGE WAITING**

There are three versions of message waiting indication supported within the Berkshire 600 telephone (MW 3, 8 and 10). This selection is made via a 4 position switch located to the rear of the phone, indicated by the letters 'MW'.

A 'Ring Indicator' position is provided that has the additional benefit of being activated by short ring burst MW signals - see website for details.

In all cases, an LED in the top right hand corner of the telephone is used to indicate the selected functions and incoming calls.

Any questions you may have should be directed in the first instance to your telephone supplier with details of your PABX.

Further concerns may also be addressed by calling our Technical Support Dept. on 0845 421 0730 or visiting our website, [www.atltelecom.com](http://www.atltelecom.com)

## **MODEM PORTS**

Your Berkshire 600 comes with two modem ports (BS6312 and RJ11) typically used for a PC modem, or as points of connection for additional telephones.

## **HEARING AID COMPATIBILITY**

For hearing aid users, an inductive coupler has been installed in the handset of the Berkshire 600, to improve audible efficiency.

# ***Installation Notes***

## **MESSAGE WAITING**

MW3 is used by systems that use high voltage DC signalling. MW8/10 however use line reversals methods to indicate that a message is present.

## **PAUSE TIME ADJUSTMENT**

The 'pause' key may be configured via the keypad to represent 1 of 4 time periods (1~4 sec.). In all cases, lift the handset, press SET, PAUSE, followed by a numeric key (1~4) to set the pause time, replace handset. Default = 1s.

## **TBR TIME ADJUSTMENT**

Transfer break times may be adjusted from 100~600ms. in increments of 100ms. First confirm that the 2 position switch, identified as RECALL on the rear of the phone, is set to the 'T' position. Lift the handset, press SET, TRANSFER, followed by a numeric key (1~6), replace the handset. Default = 100ms.

## **PROGRAMMING PORT**

The Berkshire 600 has an unidentified port, alongside the other configuration switches, at the rear of the telephone. Programming of this port is limited to technicians trained in its use.

# Help

If the telephone appears to be faulty when first connected, a few simple checks may help to identify some possible problems, as listed below:

## NO DIAL TONE

- Check that the telephone plug is fully inserted in the socket
- If it is, try connecting the telephone into another socket, if available. If dial tone is now heard, the original socket is faulty.
- Alternatively, try connecting another telephone into your socket. If this telephone gives dial tone, then your new telephone is probably faulty.

## TRANSFER/RECALL KEY NOT WORKING

- Change the recall selector switch setting (T/E). If the transfer operation is now satisfactory, the problem is resolved.
- For help with voicemail, call divert and call pickup please contact your Telecom Team/Provider as this will vary depending upon what switchboard you are connected to.

# Compliance Notes

The Berkshire 600 may be connected to the following types of installation:

1. Direct Exchange Lines (DEL)
2. Compatible Private Automatic Branch Exchanges (PABX). Please contact the supplier of your Berkshire 600 to confirm compatibility with your PABX.

Whilst the Berkshire 600 is compliant as an extension to a compatible PABX system, it cannot be guaranteed to operate under all possible conditions of connection. Any case of difficulty should be referred in the first instance to the supplier of your telephone.

# Guarantee

Your Berkshire 600 telephone is designed and manufactured to exacting quality standards. This enables ATL Telecom Limited to offer a 10 year guarantee from the date of purchase. This guarantee protects against faulty material or workmanship, applies to the UK only and is not transferable.

The terms and conditions under which the guarantee will be valid are as set out below.

1. Misuse or any modification carried out to the telephone, or operation other than in accordance with the instructions supplied, will invalidate the guarantee.
2. Damage arising from incorrect installation, accidental damage or consequential loss, are not covered under the guarantee.
3. In the event of a fault developing during the period of the guarantee, the complete telephone should be returned to your supplier, adequately and safely packed, together with proof of date of purchase.
4. The liability of ATL Telecom Limited will be limited to the cost of repair or complete replacement of the same defective instrument, at the discretion of the company. In the event that the same item is not available, a suitable alternate will be offered.
5. The terms of this guarantee do not affect your statutory rights.

# Manufacturer's Declaration

ATL Telecom Limited declares that this product conforms with the essential requirements of the 'R&TTE directive 1999/5/EC'

*Note: A copy of the Declaration of Conformity is available upon request from ATL Telecom Limited.*

ATL Telecom Limited,  
Lakeside, Fountain Lane,  
St Mellons,  
Cardiff  
CF3 0FB

Telephone: 0330 333 8250  
Facsimile: 0330 333 8251

[www.atltelecom.com](http://www.atltelecom.com)

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